

### OPTIONAL RETIREMENT PROGRAM

1. The Agency's policy that employees will be expected to retire upon eligibility for optional retirement is now well understood and generally accepted throughout the Agency. Emphasis has shifted, to a large extent, from the problem of immediate retirement to a positive program of retirement planning and preparation. Employees are encouraged, five years before eligibility, to learn as much as possible about the general subject of retirement, the policy itself, their earned annuity, and insurance benefits. In an effort to increase participation in this program, the Career Council directed that individual letters be sent to all employees five years prior to the date of their eligibility, outlining this service and encouraging their participation.

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2. Over the next five years, [REDACTED] employees will have reached voluntary retirement eligibility. During the coming year our aim will be to council most, if not all, of this number, to assist them and approximately [REDACTED] people, eligible through 1960, in preparing for their eventual retirement from the Agency. In situations where retirement at eligibility creates personal hardships, it will be the function of this office to assist employees in the preparation and presentation of their case to the Agency Retirement Board.

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